

| Mon | Tue | Wed | Thu | Fri |
|---|---|---|---|---|
| 1 | 2 Submit March BES Premium Reward Discrepancy Report (PM4405) dated 4/1 required for March Health Care Reconciliation | 3 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 4/12 Wage Pay Day Cycle 1 3/17 - 3/30 Cycle 2 3/18 - 3/31 Cycle 3 3/15 - 3/28 | 4 Semi-Monthly Salaried Payroll Paperwork Deadline 3/25 - 4/9 PMIS Update Deadline 3/25-4/9 | 5 |
| 8 Notify PSB of any PMIS Changes affecting 4/12 Pay for Wage Employees | 9 Notify PSB of any PMIS Changes affecting 3/25-4/9 Salaried Employees Distribute 1st Qtr Quarterly Wage Certification Materials Bi-Weekly Wage Payroll Certification Deadline for 4/12 Wage Pay Day Cycle 1 3/17 - 3/30 Cycle 2 3/18 - 3/31 Cycle 3 3/15 - 3/28 | 10 Semi-Monthly Salaried Payroll Certification Deadline 3/25-4/9 CIPPS Leave Paperwork Deadline 3/25-4/9 Distribute 3rd Party Pmt's & Checks to Agy's re: Wage Pay | 11 1st Qtr Taxable Wage Certification Due | 12 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Bi-Weekly Wage Employee Pay Day |
| 15 CIPPS Leave Keying Deadline - 3/25-4/9 | 16 Semi-Monthly Employee Pay Day | 17 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 4/26 Wage Pay Day Cycle 1 3/31 - 4/13 Cycle 2 4/1 - 4/14 Cycle 3 3/29 - 4/11 | 18 Distribute VEC FC-20 Tax Returns to Agencies | 19 Semi-Monthly Salaried Payroll Paperwork Deadline 4/10 - 4/24 PMIS Update Deadline 4/10-4/24 |
| 22 Notify PSB of any PMIS Changes affecting 4/26 Pay for Wage Employees | 23 Bi-Weekly Wage Payroll Certification Deadline for 4/26 Wage Pay Day Cycle 1 3/31 - 4/13 Cycle 2 4/1 - 4/14 Cycle 3 3/29 - 4/11 | 24 Notify PSB of any PMIS Changes affecting 4/10-4/24 Salaried Employees Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay | 25 Semi-Monthly Payroll Certification Deadline 4/10-4/24 CIPPS Leave Paperwork Deadline 4/10-4/24 | 26 Bi-Weekly Wage Employee Pay Day |
| 29 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay | 30 CIPPS Leave Keying Deadline - 4/10-4/24 March Healthcare Certification Due | | | |

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

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| Cycle 1 | 122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960 |
| Cycle 2 | 133, 136, 141, 143, 201, 241, 848, 948 |
| Cycle 3 | 127, 146, 181, 199, 239, 403, 405, 411, 942 |